

# *The Commonwealth of Massachusetts*

*Executive Office of Administration and Finance*

*Designer Selection Board*

1 Ashburton Place, 10<sup>th</sup> Floor, Room 1004

Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

## **PUBLIC NOTICE #06-16**

**December 20, 2006**

This Board will accept applications from architects, engineers, or other disciplines as noted, whichever is designated for the projects described in the attached Public Notice identified as **List #06-16**. Applicants are requested to submit a separate Designer Selection Board Application **2005 Form (15 COPIES)** for each project for which they wish to be considered. **PLEASE NOTE THAT THE NEW APPLICATION FORM ISSUED AS OF JANUARY 1, 2000 HAS BEEN REVISED.** The new revised form is entitled **DSB 2005 Application Form**. An electronic copy of the new **DSB 2005 Master File Brochure** and the new **DSB 2005 Application Form in Microsoft Word for Windows © 97** is available from the Web site address [http://www.state.ma.us/cam/DSB/fi\\_dselectboard.html](http://www.state.ma.us/cam/DSB/fi_dselectboard.html) or can be e-mailed upon request to [Thomas.Kinney@state.ma.us](mailto:Thomas.Kinney@state.ma.us) placing "DSB Forms" in the subject line. **Please be sure to use the revised form.** **Application closing date for projects on List #06-16 is 2:00 p.m., WEDNESDAY, January 10, 2007.** Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Please utilize return receipt, registered, or certified mail if acknowledgment of delivery of application(s) is desired. \*Forms which may be reproduced can be picked up free of charge on regular work days between 8:45 a.m. – 4:30 p.m. at the above address. Bearer must prepare his own receipt for hand delivered data if a receipt is desired.

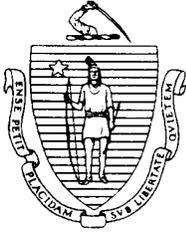
This Public Notice, including attachments, may be duplicated by any and all interested persons and is being furnished to the following societies for their information and disposition:

**Please note the following: This Public Notice #06-16 includes: (a) the procedures for conforming to Executive Order #390 (Minority and Women Owned Business Participation)**

**ALL APPLICATIONS MUST BE SUBMITTED ON THE NEW DSB 2005 APPLICATION FORM (ENCLOSED  
HEREIN)**

**FAILURE TO DO SO WILL BE THE BASIS FOR REJECTION OF YOUR APPLICATION.**

**Gordon P. Sainsbury, AIA; RIBA  
EXECUTIVE DIRECTOR, DESIGNER SELECTION BOARD**



# *The Commonwealth of Massachusetts*

*Executive Office of Administration and Finance*

*Designer Selection Board*

1 Ashburton Place, 10<sup>th</sup> Floor, Room #1004

Boston, Massachusetts 02108

TEL: (617) 727-4046

FAX: (617) 727-0112

## **PUBLIC NOTICE**

**TO: Boston Herald  
Lowell Sun**

**One Herald Square, Legal Ads  
15 Kearney Street, Legal Ads**

**Boston, 02106  
Lowell, 01852**

**FROM: Designer Selection Board**

**DATE: December 13, 2006**

**SUBJECT: Classified Legal Advertisement**

On December 22, 2006, please insert one day only, the below approximate 2 column 2 inch classified legal advertisement of the Designer Selection Board. Submit proof of advertisement attached to your invoice. Please refer to P.O. #GAE DCP #4645.

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**Gordon P. Sainsbury, AIA; RIBA  
EXECUTIVE DIRECTOR  
DESIGNER SELECTION BOARD**

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**PUBLIC NOTICE**

**DESIGNER SELECTION BOARD**

**PUBLIC NOTICE**

Engineers and architects are advised that DSB Project List #06-16, dated December 20, 2006 describing 01 Division of Capital Asset Management and Maintenance (DCAM) projects is now available. Copies of the advertisements may be found on the web by going to the DCAM web-site at <http://www.mass.gov/cam/DSB/index.html>. Please send all correspondence to the Designer Selection Board, ONE ASHBURTON PLACE, ROOM 1004, BOSTON, MA 02108. Application closing date is 2:00 p.m., WEDNESDAY, January 10, 2007.

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**PUBLIC NOTICE**

**DESIGNER SELECTION BOARD**

**PUBLIC NOTICE**

## **APPLICANTS PLEASE NOTE:**

The following requirements were implemented on the following dates and continue to be requirements.

### **April 2006:**

**Change of address. As of April 3, 2006, all future correspondence should be delivered to One Ashburton Place, 10<sup>th</sup> Floor, Room 1004, Boston, MA 02108.**

### **February 2006:**

- **Please be sure to use the latest forms when applying for State funded projects.**
- **It is the responsibility of the Prime applicant to ensure all of their sub-consultants also use the current application forms. Failure to do so will be grounds for the application to be rejected.**

### **April 2005:**

- **Please note New DSB 2005 Application Form.**
- **Applicants are now required to respond to Question #10 as noted on page 7 of the application form.**  
**It is a requirement that all applicants supply signed DSB SC-A's (SUB-CONSULTANT ACKNOWLEDGEMENT) for each listed sub-consultants stating that they are aware and agree to being nominated by said applicant. One Copy of which must have an original signature. This form is now the last page of the DSB Application 2005.**
- **Failure to supply above documents may result in rejection of application.**
- **Please note New DSB 2005 Master File Brochure**
- **New Section on the Web: Most Common Mistakes On Applications at ([http://www.state.ma.us/cam/dsb/db\\_dsbcommon.html](http://www.state.ma.us/cam/dsb/db_dsbcommon.html))**

### **October 2003:**

- **Please be advised that only those consultants listed in the advertisement should be nominated in the application by the Prime consultant. Any MBE/WBE requirement should be met within the requested consultant list. Utilizing consultants not requested in order to fulfil the MBE/WBE is unacceptable and will severely limit the Prime's chances of being appointed to the project.**

## **DSB 2005 MASTER FILE BROCHURE**

In addition to the individual application form separately filed for each specific project, architects, engineers, planners, construction managers, and related construction industry consultants who wish to be considered for appointment as program consultants, designers, or construction managers on state projects under the jurisdiction of the Designer Selection Board must submit current (within one year of application) credentials in the form of a master brochure as specified on the new DSB 2005 Master File Brochure, (attached herein), or an existing Master File Brochure (if it was submitted within the past year). Applicants may supplement the required material with their printed brochure, including pictures and illustrations and any other information which the applicant deems essential to be representative of his or her capabilities. Please utilize return receipt if an acknowledgment is desired. All material shall become the property of the Commonwealth, may be disposed of without notification, and shall be considered public information.

Please note that copies of the new form are available from the DSB at DSB Headquarters, Room 1004, One Ashburton Place, Boston, MA 02108. Electronic copies of the forms are available through the Commonwealth's web site at [http://www.state.ma.us/cam/forms/fi\\_dselectboard.html](http://www.state.ma.us/cam/forms/fi_dselectboard.html) and by email request to Thomas.Kinney@state.ma.us

### **CHAPTER 579**

In accordance with Chapter 579 of the Acts of 1980 all contracts for designer services for all capital facility projects entered into on or after January 1, 1982 shall conform to those provisions specified in this act. Some of the major changes mandated by this legislation include the following:

1. Lump sum design fees may be set by the Commissioner prior to DSB selections process, or negotiated after the DSB selection process. (See M.G.L. C.7, §38G). If designer's fee is negotiated, he must file a truth-in-negotiations certificate. (Revised to M.G.L. C.7, §38G per Chapter 189 of 1984).
2. There can be no change in consultants from those named on the DSB application unless approved by the Commissioner and reported to the DSB. The director may require a Consultant employed by the designer to obtain and maintain liability insurance.

#### **Section 38G**

- (a) In the selection of a designer when the fee for design services has been set by the commissioner prior to the selection process, the commissioner shall appoint a designer from among the list transmitted to him or her under section thirty-eight F. If the commissioner appoints any designer other than the one ranked first by the board, he or she shall file a written justification of the appointment with the board.
- (b) When the fee for design services is to be negotiated, the commissioner shall review the list transmitted by the board, and may exclude any designer from the list if a written explanation of the exclusion is filed with the board. The commissioner shall then appoint a designer based on successful fee negotiation. The commissioner or persons designated by him or her shall first negotiate with the first ranked designer remaining on the list. Should the commissioner be unable to negotiate a satisfactory fee with the first ranked designer within thirty days, negotiations shall be terminated and negotiations undertaken with the remaining designers, one at a time, in the order in which they were ranked by the board, until an agreement is reached. In no event may a fee be negotiated which is higher than a maximum fee set by the commissioner prior to selection of finalists. Should the commissioner be unable to negotiate a satisfactory fee with any designer initially selected as a finalist by the board, the board shall recommend additional finalists in accordance with the provisions of this chapter. The commissioner may require a finalists with whom a fee is being negotiated to submit a fee proposal and include with it such information as the commissioner requires to provide current cost and pricing data on the basis of which the designer's fee proposal may be evaluated.
- (c) All fees shall be stated in designer's contracts and in any subsequent amendment thereto as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

## ELIGIBILITY REQUIREMENTS FOR ALL APPLICANTS TO THE DSB

1. Submission of Master File Brochure Data or the DSB 2005 Master File Brochure in the format required, and at least annually, continuously update same. Note that the Master File Brochure currently on file with the DSB can be utilized in place of the new DSB 2005 Master File Brochure until such time as the current Master File Brochure is in need of renewal.
2. Updating of the DSB 2005 Master File Brochure when there are significant principal or key personnel changes in a firm.
3. Receipt of applications from designers who are full time employees of another firm shall disqualify the applicant.
4. Receipt of applications from designers, and his/her consultants, who do not maintain a continuous on-going business shall disqualify the applicant.
5. Simultaneous receipt of applications from individuals or group of individuals who are associates or who are involved in an association or corporation filing for the same project shall disqualify the applicants.
6. Applicants agree to execute the standard contract for Designer Services DCAM Form C-2 or the standard contract for Studies, Programs, Master Plans & Reports, DCAM Form C-3.
7. Chapter 7, Section 38H(e) (iv) requires that on public design contracts where the total design fee is expected to exceed \$10,000 or for the design of a project for which the estimated construction cost is expected to exceed \$100,000 the designer shall:
  - a) File its latest CPA or PA audited financial statement with the Division of Capital Asset Management and Maintenance (DCAM), and continue to do so annually throughout the term of the contract;
  - b) Submit a statement from a CPA or PA that states that they have examined management's internal auditing controls, and expresses their opinion regarding those controls.
8. Every application or statement filed pursuant to this section shall be sworn to under penalties of perjury. A designer, programmer or construction manager who has been determined by the Board to have filed materially false information under this section shall be disqualified by the Board from further consideration for any project for such time as the Board determines is appropriate. **UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED BY THE BOARD.**

### ADDITIONAL REQUIREMENTS FOR DESIGNERS PROVIDING PLANS & SPECIFICATIONS

(a) Certification that the applicants' legal entity, if applying to perform design services other than preparation of studies, surveys, soil testing, cost estimates, programs, or construction management is a designer as defined. The definition of a design professional as listed in M.G.L. C.7, §38A½ follows:

*"Designer," an individual, corporation, partnership, sole proprietorship, joint stock company, joint venture, or other entity engaged in the practice of architecture, landscape architecture, or engineering, which satisfies the following:*

- (i) if an individual, the individual is a registered architect, landscape architect, or engineer; (registered in the Commonwealth of Mass.)*
- (ii) if a partnership, a majority of all the partners are persons who are registered architects, landscape architects, or engineers; (registered in the Commonwealth of Mass.)*
- (iii) if a corporation, sole proprietorship, joint stock company or other entity, the majority of directors or a majority of the stock ownership and the chief executive officer are persons who are registered architects, landscape architects or engineers, and the person to be in charge of the project is registered in the discipline required for the project.*

**[Note: This requires that the chief executive officer and a majority of the directors or a majority of the stock ownership be registered architects, landscape architects or engineers, and that the person to be in charge of the**

**project be registered in the discipline required for the project. “Registered” means registered in the Commonwealth of Massachusetts.]**

*(iv) if a joint venture, each joint venturer satisfies the requirements of this section.*

(b) As a condition of application, each applicant agrees to carry, if selected for the new project, (other than a master plan, study, program, or construction management) professional liability insurance in the amount equal to 10% of the estimated construction cost of the project, in conformance with the provisions of Article 18 of the standard design contract, i.e. minimum coverage of \$250,000 and maximum coverage of \$1,000,000.

## **CRITERIA FOR SELECTION OF SEMI-FINALISTS AND FINALISTS**

### **IN CONFORMANCE WITH CHAPTER 7, SECTION 38F**

1. Prior similar experience best illustrating current qualifications for this project.
2. Identity and qualifications of the key persons and consultants who will work on this project.
3. Depth of the firm with respect to size and complexity of the project.
4. Past performance on public and private projects.
  - a. Quality, clarity, completeness and accuracy of contract documents and design contract.
  - b. Effectiveness of meeting established program requirements and function within allotted budget.
  - c. Accuracy of cost estimates including assessment of contractors’ requisitions for payment and change order proposals.
  - d. Management ability to meet schedules including submission of design and contract documents and processing of shop drawings, contractors’ requisitions and change orders.
  - e. Coordination and management of consultants.
  - f. Working relationship with contractors, subcontractors, Division of Capital Asset Management and Maintenance (DCAM) staff and agency representatives.
5. Financial stability - including prompt payment of consultant fees.
6. Current workload with DCAM and other public agencies.
7. Geographical location of the firm with respect to the proposed project.
8. Participation of MBEs and WBEs as prime consultants or subconsultants in a role consistent with the participation goals set forth for the project.
  - a. The Designer Selection Board adheres to Executive Order #390 as implemented by the Division of Capital Asset Management and Maintenance establishing goals for minority business enterprise (MBE) and women business enterprise (WBE) participation on all design contracts unless otherwise noted. (See attached pages 6-10)
  - b. The Minority Business Enterprise and Woman Business Enterprise participation goals established for each contract are set forth on the first page of the “Designer Selection Board Project Criteria” solicitation for that contract.

PARTICIPATION BY MINORITY OWNED BUSINESSES  
AND WOMAN OWNED BUSINESSES

Pursuant to Executive Order 390, the Commissioner of the Division of Capital Asset Management and Maintenance (DCAM), as designee of the Secretary of Administration and Finance, has developed the following goals and procedures to encourage full participation by minority business enterprises (MBEs) and women businesses enterprises (WBEs) (collectively M/WBEs) on contracts for design services entered into by DCAM.

GOALS

*Subject to the terms of this memorandum*, the following M/WBE participation goals shall apply to the total dollar value of all study and design contracts awarded for every DCAM project:

MBE participation goal: 8%

WBE participation goal: 4%

If the contracting design firm is an MBE or WBE, then M/WBE participation credit shall be given in an amount equal to the entire fee paid to the contracting firm. Please note: if the contracting design firm is itself an MBE or WBE, it will still need to obtain participation by another MBE or WBE to meet the goal that it cannot itself fulfill. If the contracting design firm is not itself an MBE or WBE, then M/WBE participation credit will be given for the value of any work under the contract that is actually performed by each MBE or WBE subcontractor or subconsultant (hereafter “subcontractors”) to the Designer. MBE participation may not be substituted for WBE participation, nor may WBE participation be substituted for MBE participation.

MODIFICATION OF M/WBE PARTICIPATION GOALS FOR PARTICULAR PROJECTS

DCAM reserves the right to reduce or waive the M/WBE participation goals stated above for a particular project prior to the receipt of applications to the Designer Selection Board upon its own initiative or upon the request of any applicant if DCAM determines that it is not feasible for a non-M/WBE design firm to meet the M/WBE goals established for the project based upon any or all of the following: (i) actual M/WBE availability, (ii) the geographic location of the project to the extent related to M/WBE availability, (iii) the contractual scope of work, (iv) the percentage of work available for subcontracting to M/WBEs, or (v) other relevant factors as determined by DCAM.

The M/WBE participation goals established for each project are set forth in the Designer Selection Board Project Criteria published for that project.

After a project is advertised, requests from prospective applicants to reduce or waive the M/WBE participation goals for that project, with all supporting documentation, must be submitted with the application, with a copy to DCAM’s Compliance Office, One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108. Except as provided below, DCAM will not consider any request to reduce or waive the M/WBE participation goals for a project if the request is received after this deadline.

## DETERMINATION OF M/WBE STATUS

A minority owned business shall be considered an MBE only if it has been certified as a minority owned business by the State Office of Minority and Women Business Assistance (“SOMWBA”). A woman owned business shall be considered a WBE only if it has been certified as a woman owned business by SOMWBA.

Certification as a disadvantaged business enterprise (“DBE”), certification as an M/WBE by any agency other than SOMWBA, or submission of an application to SOMWBA for certification as an M/WBE shall not confer M/WBE status on a firm.

Minority owned businesses and woman owned businesses are strongly encouraged to submit applications for certification as M/WBEs to SOMWBA. Information is available from SOMWBA, Ten Park Plaza, Room 3740, Boston, MA 02116 (617) 973-8692, and on the Internet at <<http://www.state.ma.us/somwba>>.

## IDENTIFICATION OF M/WBE PARTICIPANTS BY THE SELECTED DESIGNER

The current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.

Not later than five (5) working days after the Designer receives notice of selection for the advertised project, (A-5 Letter), the Designer shall submit to DCAM’s Compliance Office (i) a Letter of Intent for each of the M/WBEs that will perform work under the contract, and (ii) a Schedule of M/WBE Participation. The form of Letter of Intent and Schedule of M/WBE Participation are included in this application package.

Within five (5) working days after receipt of the Letters of Intent, DCAM’s Compliance Office shall review and either approve or disapprove the Designer’s submissions. Without limitation, DCAM reserves the right to reject the Letter of Intent of any M/WBE that is to perform work in a category that is not listed in its SOMWBA certification, or if the price to be paid for the M/WBE Work as stated in the Letter of Intent does not bear a reasonable relationship to the value of such work as reasonably determined by DCAM. If the Designer has not submitted an appropriate Schedule of M/WBE Participation and appropriate Letters of Intent and SOMWBA certification letters establishing that the M/WBE participation goal for the project will be met, the Designer may be considered ineligible for award of the contract and DCAM may award the contract to the second ranked Designer, subject to that Designer’s compliance with these conditions.

DCAM reserves the right to reduce or waive the M/WBE participation goals for a project after selection of the designer and before execution of the contract, provided that no such reduction or waiver shall be granted except under the following circumstances: the selected Designer must establish and document that it has been unable to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals for the project after having made a diligent, good faith effort to do so; all such documentation must accompany the Designer’s request to reduce or waive the M/WBE participation goal and shall include, at a minimum, the following:

- A list of all items of work under the contract that the Designer made available for subcontracting to W/MBEs. The Designer shall identify all items of work that the Designer did not make so available and shall state the reasons for not making such work available for subcontracting to W/MBEs. The Designer shall also demonstrate that, where commercially reasonable, subcontracts were divided into units capable of being performed by M/WBEs.
- Evidence that the Designer sent written notices soliciting proposals to perform the items of work made available by the Designer for subcontracting to W/MBEs to all W/MBEs qualified to perform such work. The Designer shall identify (i) each W/MBE solicited, and (ii) each W/MBE listed in the SOMWBA directory under the applicable trade category who was not solicited and the reasons therefor. The Designer shall also state the dates notices were mailed and provide a copy of the written notice(s) sent.

- Evidence that the Designer made reasonable efforts to follow up the written notices sent to M/WBEs with telephone calls or personal visits in order to determine with certainty whether the M/WBEs were interested in performing the work. Phone logs or other documentation must be submitted.
- A statement of the response received from each M/WBE solicited, including the reason for rejecting any M/WBE who submitted a proposal.
- Evidence of efforts made to assist M/WBEs that need assistance in obtaining bonding, insurance, or lines of credit with suppliers if the inability of M/WBEs to obtain bonding, insurance, or lines of credit is a reason given for the Designer's inability to meet the M/WBE goals.
- The Designer also shall submit any other information reasonably requested by DCAM to show that the Designer has taken all actions which could be reasonably expected to achieve the M/WBE participation goals.

The Designer may submit any other information supporting its request for a waiver or reduction in the M/WBE participation goals, such as evidence that the Designer placed advertisements in appropriate media and trade association publications announcing the Designer's interest in obtaining proposals from M/WBEs, and/or sent written notification to M/WBE economic development assistance agencies, trade groups and other organizations notifying them of the project and the work to be subcontracted by the Designer to M/WBEs.

Requests by a selected Designer to reduce or waive the M/WBE participation goals for a particular project based upon the Designer's inability to obtain commitments from M/WBE subcontractors sufficient to meet the M/WBE goals after having made a diligent, good faith effort to do so must be received by DCAM not later than five (5) business days after receipt by the Designer of the notice of selection (A-5 Letter).

The Designer's compliance with these procedures and goals is a prerequisite for award of the contract, provided that DCAM reserves the right to waive minor defects in documents and extend time limits in its sole discretion.

**SCHEDULE FOR PARTICIPATION  
BY MINORITY/WOMEN BUSINESS ENTERPRISES  
DIVISION OF CAPITAL ASSET MANAGEMENT**

DCAM Project Number \_\_\_\_\_ Project Location \_\_\_\_\_

Project Name \_\_\_\_\_

This form must be submitted by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter). A Letter of Intent and SOMWBA certification letter for each M/WBE must be submitted with this Schedule of M/WBE participation.

**BIDDER CERTIFICATION:**

The undersigned Design firm agrees that it will subcontract with the following listed firms for the work described and for the dollar amounts listed below. For purposes of this commitment, the MBE and WBE designation means that a business has been certified by SOMWBA as either a MBE, WBE or M/WBE. The Designer must indicate the MBE/WBE firms it intends to utilize on the project as follows (attach additional sheets if necessary):

Company Name & Address	MBE or WBE	Describe MBE/WBE Scopes of Work	Total Dollar Value of Participation
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

MBE Goal: \$ \_\_\_\_\_

Total Dollar Value of MBE Commitment: \$ \_\_\_\_\_

WBE Goal: \$ \_\_\_\_\_

Total Dollar Value of WBE Commitment: \$ \_\_\_\_\_

The undersigned hereby certifies that he/she has read the terms and conditions of the contract with regard to MBE/WBE participation and is authorized to bind the Designer to the commitment set forth above.

Name of Designer \_\_\_\_\_ Authorized Signature \_\_\_\_\_

Business Address \_\_\_\_\_ Print Name \_\_\_\_\_

\_\_\_\_\_ Title \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Date \_\_\_\_\_

**LETTER OF INTENT**  
**MINORITY/WOMEN BUSINESS ENTERPRISES PARTICIPATION**  
**DIVISION OF CAPITAL ASSET MANAGEMENT**

(To be completed by MBE/WBE, and submitted to the Compliance Office by the Designer within five (5) working days after the Designer receives notice of selection (A-5 Letter).

DCAM Project Number _____	<u>Indicate SOMWBA Certification:</u>
Project Name _____	___ MBE
Project Location _____	___ WBE
To _____ Name of Designer	___ M/WBE

1. This firm intends to perform work in connection with the above project.
2. This firm is currently certified by SOMWBA to perform the work identified below, and has not changed its minority/women ownership, control, or management without notifying SOMWBA within thirty (30) days of such a change. Attached is a copy of the most recent SOMWBA certification letter issued to my company.
3. This firm understands that if the Designer referenced above is awarded the contract, the Designer intends to enter into an agreement with this firm to perform the activity described below for the prices indicated. This firm also understands that the above-referenced firm, as Designer, will make substitutions only as allowed by the Contract and applicable law.
4. This firm understands that under the terms of the Contract, only work actually performed by an MBE/WBE will be credited toward MBE/WBE participation goals, and this firm cannot assign or subcontract out any of its work without prior written approval of the DCAM Compliance Office, and that any such assignment or subcontracting will not be credited toward MBE/WBE participation goals.

**MBE/WBE PARTICIPATION**

Describe MBE/WBE Scopes of Work	Dollar Value of Participation

Total Dollar Value: \$ \_\_\_\_\_

Name of MBE/WBE Firm \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Business Address \_\_\_\_\_

Print Name \_\_\_\_\_

\_\_\_\_\_

Title \_\_\_\_\_

Telephone No \_\_\_\_\_ Fax No. \_\_\_\_\_

Date \_\_\_\_\_

**THIS OFFICIAL FORM MAY NOT BE ALTERED**  
**POLICY ON EMPLOYMENT OF STUDY CONSULTANTS FOR SUBSEQUENT DESIGN PROJECTS**

**Amended by the Designer Selection Board on December 15, 2000**

1. The Commissioner may appoint a designer to perform continued or extended services if the following conditions are met:
  - (i) *a written statement is filed with the Board explaining the reasons for the continuation or extension of services;*
  - (ii) *the program for the design services is filed with the Board if one is required by the regulations of the division; and*
  - (iii) *the Board approves the appointment of the designer for continued or extended services and states the reasons therefor.*
  
2. When the Board has required that applicants list consultants which the applicants may employ, in no event shall a consultant be used who is debarred pursuant to Section forty-four C of Chapter one hundred and forty-nine as amended, and any change or addition to the consultants named in the application and allowed by the Board upon appointment must be approved by the Deputy Commissioner and reported to the Board, along with a written statement by the designer or construction manager of the reasons for the change.

## GENERAL INSTRUCTIONS FOR FILING APPLICATIONS

1. **As of 04/05, the application forms required for submissions to the Designer Selection Board have been updated. The new forms are as follows: DSB Master File Brochure is replaced by the DSB 2005 Master File Brochure (included herein); DSB Application is replaced by the DSB 2005 Application Form (included herein). Please note that the Master File Brochure currently on file with the DSB can be utilized in place of the DSB 2005 Master File Brochure until such time as the current Master File Brochure is in need of renewal (yearly). All specific project applications must be submitted on the new DSB 2005 Application forms. Submissions that are on the old Form 2000 will not be accepted.**
2. An electronic copy of the new DSB 2005 Master File Brochure and the new DSB 2005 Application Form in Microsoft Word for Windows ® 97 is available for download from the Web site address: [http://www.state.ma.us/cam/forms/fi\\_dselectboard.html](http://www.state.ma.us/cam/forms/fi_dselectboard.html) or one can send an email with “DSB Forms” in the subject line to [Thomas.Kinney@state.ma.us](mailto:Thomas.Kinney@state.ma.us). Hard copies, or an electronic copy on disk may also be obtained by calling in person at the DSB Headquarters, Room 1004, 1 Ashburton Place, Boston, Ma 02108. Requesters must provide their own diskette and only Microsoft word for windows ® 97 are available. Forms will be mailed to all persons providing the DSB with their name and.
3. Applications should be limited to the application plus a maximum of **3 supplementary pages** (double sided) unless otherwise noted. Information in excess of three pages, unless otherwise noted in the Public Notice Advertisement, may be the basis of rejection. Computer generated forms are allowed provided they do not substantially deviate from the DSB format. **Submit 15 copies. Please duplicate forms double-sided, if possible, to minimize paper waste.**
4. No cover letters, binders and superfluous material. Please staple upper right.
5. DSB recommends that the principal who would be in charge of the project make sure that the form is complete including appropriate signature. Unsigned applications will not be considered.
6. When citing work performed by the applicant while employed by another firm, make certain said firm is properly identified including the individual's level of responsibility.
7. By including a firm as a sub-consultant the applicant certifies that the listed firm has been advised that it was being included in the applicants team and it has agreed to work on this Project should the team be selected. It is a requirement that all applicants supply a signed DSB SC-A's (Sub-Consultant Acknowledgement). There can be no change in consultants from those named unless approved by DCAM and reported to the Designer Selection Board (C.7, §38H(a)). It is a requirement that all applicants supply the signed document, attached to the application, by the listed sub-consultants stating that they are aware and agree to being nominated by said applicant. Failure to supply above documents may result in rejection of application.
8. DCAM contracts require that the Prime and Sub-Consultant personnel must be registered by the Commonwealth of Massachusetts in their respective disciplines and therefore, when applicable, the DSB looks for registration in the disciplines listed in order to satisfy DCAM contract requirements.
9. Eligibility requirements are set forth on page 5 of this Public Notice in item 8(a). Sub-paragraph (iii) of item 8(a) requires: 1) the majority of directors or a majority of the stock ownership to be persons who are Mass. registered architects, landscape architects or engineers; 2) the chief executive officer to be a person who is so registered; and 3) the person to be in charge of the project to be so registered in the discipline required for the project.
10. When the Prime applicant is to fulfil any of the requested consultant roles in the advertisement, then that role shall be defined in the organization chart as the applicant. It should also be referenced in Section 7 (resume) and Section 8 (experience) such that it proves the applicant is skilled in supplying these roles on the project.
11. Current SOMWBA Certification Letters showing that the MBE/WBE is certified in the area of work for which it is listed on the application must be submitted for each and every MBE and WBE firm listed on the application, and must be submitted with the application.
12. Applicants are advised to apply only for those projects for which they are demonstrably qualified, as it reflects negatively on the applicant's credibility if the firm applies for every job advertised when only marginally qualified.
13. Applications should be mailed to the Designer Selection Board, One Ashburton Place, Room 1004, Boston, MA 02109.

14. The Board relies almost exclusively on the information submitted on the applications to arrive at a short list of semi-finalists. Therefore, do not include statements that refer to the Master File Brochure for additional information. The Master File Brochures are usually considered upon request of a DSB member when additional supplementary information is needed.
15. The Master File Brochure should be specifically prepared for the DSB with each response properly numbered. (Do not use Federal 254 and 255 forms) All information should be on 8 1/2" x 11" format, and properly bound as a single coherent document. Master File Brochures should be updated at least annually and any updates submitted after 04/15/05 must be submitted with the new DSB 2005 Master File Brochure.
16. Joint ventures are not encouraged. However, they may be advantageous for complex building types in which the participants have a combination of unique skills with a previous successful record of working together.
17. Current workload with DCAM, other public agencies and the private sector are taken into consideration, however, usually only after the DSB has narrowed down the original applicants to a short list of qualified semi-finalists. The Board fosters effective broad-based participation in public work within the design professions.

**NOTE** **CMR 810 Publication/Instructions for Designers** (Form 9) is available for a cost of \$19.25 + postage for mailing, at the Massachusetts Secretary of State Bookstore, Room 116, State House, Boston. Telephone number is 727-2834. **Please note that Form 9 has been updated as of November, 1999.**

**Commonwealth of  
Massachusetts  
DSB 2005  
Master File  
Brochure**

1. Firm Name (or if not an entity, individual's name), and Business Address  Telephone No.: 1a. Submittal is for _____ Parent Company _____ Branch or Subsidiary Office 1b. Mass Vendor ID#:	2. Year Present Firm Established:	3. Date Prepared:
4. Specify type of ownership and check 1, 2 or 3 below, if applicable.		
<input type="checkbox"/> (1) SOMWBA Certified minority business enterprise (MBE)		
<input type="checkbox"/> (2) SOMWBA Certified woman business enterprise (WBE)		
<input type="checkbox"/> (3) SOMWBA Certified minority woman business enterprise (M/WBE)		

5. Name of Parent company, if any:	5a. Former Company Name(s), if any, and Year(s) Established:
------------------------------------	--

6. Name of Sole Proprietor or Names of <b>All</b> Firm Partners and Officers								
Name	Title	MA.Reg. #	Status/Discipline	Name	Title	MA.Reg. #	Status/Discipline	
a.				d.				
b.				e.				
c.				f.				

7. If Corporation, or Other Entity Other than a Partnership, provide Names of <b>ALL</b> Members of the Board of Directors:								
Name	Title	MA.Reg. #	Status/Discipline	Name	Title	MA.Reg. #	Status/Discipline	
a.				d.				
b.				e.				
c.				f.				

8. Names of <b>All</b> Owners (Stocks or Other Ownership):									
Name	Title	Ownership	MA Reg. #	Status/Discipline	Name	Title	Ownership	MA Reg. #	Status/Discipline
a.					d.				
b.					e.				
c.					f.				

9. Personnel by Discipline: (List each person only once, by primary function -- average number employed throughout the preceding 6 month period. Indicate both the total numbers in each discipline and, within brackets, the total number holding Massachusetts's registrations.)

Admin. Personnel	_____ ( _____ )	Ecologists	_____ ( _____ )	Licensed Site Profs.	_____ ( _____ )	Other	_____ ( _____ )
Architects	_____ ( _____ )	Electrical Engineers	_____ ( _____ )	Mechanical Engrs.	_____ ( _____ )		_____ ( _____ )
Acoustical Engrs.	_____ ( _____ )	Environmental Engrs.	_____ ( _____ )	Planners: Urb./Reg	_____ ( _____ )		_____ ( _____ )
Code Specialists	_____ ( _____ )	Fire Protection Engrs	_____ ( _____ )	Specification Writers	_____ ( _____ )	_____	_____ ( _____ )
Civil Engrs.	_____ ( _____ )	Geotech. Engrs.	_____ ( _____ )	Structural Engineers	_____ ( _____ )	_____	_____ ( _____ )
Construction Inspectors	_____ ( _____ )	Industrial Hygienist	_____ ( _____ )	Surveyors	_____ ( _____ )	_____	_____ ( _____ )
Cost Estimators	_____ ( _____ )	Interior Designers	_____ ( _____ )		_____ ( _____ )	_____	_____ ( _____ )
Drafters	_____ ( _____ )	Landscape Architects	_____ ( _____ )		_____ ( _____ )	<b>Total</b>	_____ ( _____ )

10. Summary of Professional Services Fees Received: (insert Index number)	Last 5 Years (most recent year first)					Ranges of Professional Services Fees			
	2005	2004	2003	2002	2001	INDEX			
Federal Work	_____	_____	_____	_____	_____	1.	Less than \$100,000	5.	\$1 million to \$2 million
Commonwealth of Massachusetts work	_____	_____	_____	_____	_____	2.	\$100,000 to \$250,000	6.	\$2 million to \$5 million
All other domestic and foreign work	_____	_____	_____	_____	_____	3.	\$250,000 to \$500,000	7.	\$5 million to \$10 million
						4.	\$500,000 to \$1 million	8.	\$10 million or greater

**Experience Profile Code Numbers for use with questions 11, 12 and 13**

001	Acoustics; Noise Abatement	037	Fisheries; Fish Ladders	065	Microclimatology; Tropical Engineering	100	Special Environments; Clean Rooms, Etc.
002	Aerial Photogrammetry	038	Forestry & Forest Products	066	Military Design Standards	101	Structural Design; Special Structures
003	Agricultural Development; Grain Storage; Farm Mechanization	039	Garages; Vehicle Maintenance Facilities; Parking Decks	067	Mining and Mineralogy	102	Surveying; Platting; Mapping; Flood Plain Studies
004	Air Pollution Control	040	Gas Systems ( <i>Propane; Natural, Etc.</i> )	069	Missile Facilities ( <i>Silos; Fuels; Transport</i> )	103	Swimming Pools
005	Airports; Nav aids; Airport Lighting; Aircraft Fueling	041	Graphic Design		Modular Systems Design: Pre-fabricated	104	Storm Water Handling & Facilities
006	Airports; Terminals & Hangars; Freight Handling	042	Harbors; Jetties, Piers, Ship Terminal Facilities Structures or Components	070	Naval Architecture; Off-Shore Platforms	105	Telephone <i>Systems (Rural; Mobile Intercom, ; Etc.)</i>
007	Arctic Facilities	043	Heating, Ventilating, Air Conditioning	071	Nuclear Facilities; Nuclear Shielding	106	Testing & Inspection Services
008	Auditoriums & Theaters	044	Health Systems Planning	072	Office Buildings; Industrial Parks	107	Traffic & Transportation Engineering
009	Automation; Controls; Instrumentation	045	Highrise; Air-Rights-Type Buildings	073	Oceanographic Engineering	108	Towers (Self-Supporting & Guyed Systems)
010	Barracks; Dormitories	046	Highways; Streets; Airfield Paving; Parking Lots	074	Ordnance; Munitions; Special Weapons	109	Tunnels & Subways
011	Bridges	047	Historical Preservation	075	Petroleum Exploration; Refining	110	Urban Renewals; Community Development
012	Cemeteries	048	Hospital and Medical Facilities	076	petroleum and Fuel ( <i>Storage and Distribution</i> )	111	Utilities ( <i>Gas &amp; Steam</i> )
013	Chemical Processing & Storage	048A	Medical Facilities - Mental Health	077	Pipelines ( <i>Cross-Country - Liquid &amp; Gas</i> )	112	Value Analysis; Life-Cycle Costing
014	Churches; Chapels	048B	Medical Facilities - Acute Care	078	Planning ( <i>Community, Regional</i> )	113	Warehouses & Depots
015	Codes; Standards; Ordinances	048C	Medical Facilities - Ambulatory Care, Clinics	079	Planning ( <i>Site, Installation, and Project</i> )	114	Water Resources; Hydrology; Ground Water
016	Cold Storage; Refrigeration; Fast Freeze	049	Hotels, Motels	080	Plumbing and Piping Design	115	Water Supply; Treatment and Distribution
017	Commercial Building ( <i>low rise</i> ); Shopping Centers	050	Housing (Residential, Multi-Family; Apartments; Condominiums)	081	Pneumatic Structures, Air-Support Buildings	116	Wind Tunnels; Research/Testing Facilities Design
018	Communication Systems; TV; Microwave	050A	Housing - Residential Mental Health	082	Postal Facilities	117	Zoning; Land Use Studies
019	Computer Facilities; Computer Service	050B	Housing - Resid. Mental Ret. /Group Home	083	Power Generation, Transmission, Distribution	201	_____
020	Conservation and Resource Management	050C	Housing - Elderly	084	Prisons & Correctional Facilities	202	_____
021	Construction Management	050D	Housing - Assisted Living	084A	Correctional Facilities - Minimum Security	203	_____
022	Corrosion Control; Cathodic Protection; Electrolysis	051	Hydraulics and Pneumatics	084B	Correctional Facilities - Medium Security	204	_____
023	Cost Estimating	052	Industrial Buildings; Manufacturing Plants	084C	Correctional Facilities - Maximum Security	205	_____
024	Dams ( <i>Concrete; Arch</i> )	053	Industrial Processes; Quality Control	084D	Correctional Facilities - Youth Detention		_____
025	Dams ( <i>Earth; Rock</i> ); Dikes; Levees	054	Industrial Waste Treatment	084E	Public Safety Facilities - Police/Fire Stations		_____
026	Desalination ( <i>Process &amp; Facilities</i> )	055	Interior Design; Space Planning	084F	Public Safety Facilities - Training		_____
027	Dining Halls; Clubs; Restaurants	056	Facilities Management	085	Product, Machine & Equipment Design		_____
028	Ecological & Archeological Investigations	057	Irrigation; Drainage	086	Radar; Sonar; Radio & Radar Telescopes		_____
029	Educational Facilities; Classrooms	058	Judicial and Courtroom Facilities	088	Recreation Facilities ( <i>Parks, Marinas, Etc.</i> )		_____
029A	Educational Facilities; Higher Ed	058A	Laboratories; Medical Research Facilities	088A	Recreation Facilities - Ice Rinks		_____
029B	Educational Facilities; Secondary Ed	058B	Laboratories; Commercial	088B	Recreation Facilities - Senior/Community Centers		_____
029C	Educational Facilities; Elementary Ed	058B	Laboratories; Higher Ed Research Sciences	088C	Park Support Facilities ( <i>Bath House; Visitor Center</i> )		_____
029D	Educational Facilities; Child Day Care	058B	Laboratories; Heavy Equipment	089	Rehabilitation ( <i>Buildings; Structures; Facilities</i> )		_____
030	Electronics	058C	Laboratories; Pathology, Medical Examiner	090	Resource Recovery; Recycling		_____
031	Elevators; Escalators; People Movers	058D	Laboratories; Crime Investigation	091	Radio Frequency Systems & Shieldings		_____
032	Energy Conservation; New Energy Sources	059	Landscape Architecture	092	Rivers; Canals; Waterways; Flood Control		_____
032A	Sustainable Design	060	Libraries; Museums; Galleries	093	Safety Engineering; Accident Studies, OSHA Studies		_____
033	Environmental Impact Studies, Assessments or Statements	061	Lighting (Interiors; Display; Theatre, Etc.)	094	Security Systems; Intruder & Smoke Detection		_____
034	Fallout Shelters; Blast-Resistant Design	062	Lighting ( <i>Exteriors</i> )	095	Seismic Designs and Studies		_____
035	Field Houses; Gyms; Stadiums	063	Materials Handling Systems; Conveyors; Sorters	096	Sewage Collection, Treatment and Disposal		_____
036	Fire Protection	064	Metallurgy	097	Soils & Geologic Studies; Foundations		_____
				098	Solar Energy Utilization		_____
				099	Solid Wastes; Incineration; Land Fill		_____
				099A	Hazardous materials Abatement		_____

11. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)	Profile Code	No. of Projects	Total Gross Fees (in thousands)
1.			11.			21.		
2.			12.			22.		
3.			13.			23.		
4.			14.			24.		
5.			15.			25.		
6.			16.			26.		
7.			17.			27.		
8.			18.			28.		
9.			19.			29.		
10.			20.			30.		

12. List all current Projects (except for work for the Commonwealth) for which Prime Applicant is performing or is under contract to perform any design services (add/subtract rows as needed).

Profile Code	Role P, C, JV *	Phases St., Sch., D.D., C.D.,A.C. *	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			

			8.			
			9.			
			10.			
			11.			
			12.			
			13.			
			14.			
			15.			
			16.			
			17.			
			18.			
			19.			

13. List all Projects completed within the past 5 years for which Prime Applicant has performed, or has entered into a contract to perform any design services for all public agencies within the Commonwealth (add/subtract rows as needed).

Profile Code	Role P, C, JV	Phases St., Sch., D.D., C.D.,A.C.	Project Name, Location & Principal-in-Charge	Owner Name & Address (Include Contact name and phone number)	Project Cost (in thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
			1.			
			2.			
			3.			
			4.			
			5.			
			6.			
			7.			
			8.			

14. Professional Liability Insurance:

Professional Liability Policy Certificate Number	Present Policy Expiration Date	Aggregate Amount Payable
--	--------------------------------	--------------------------

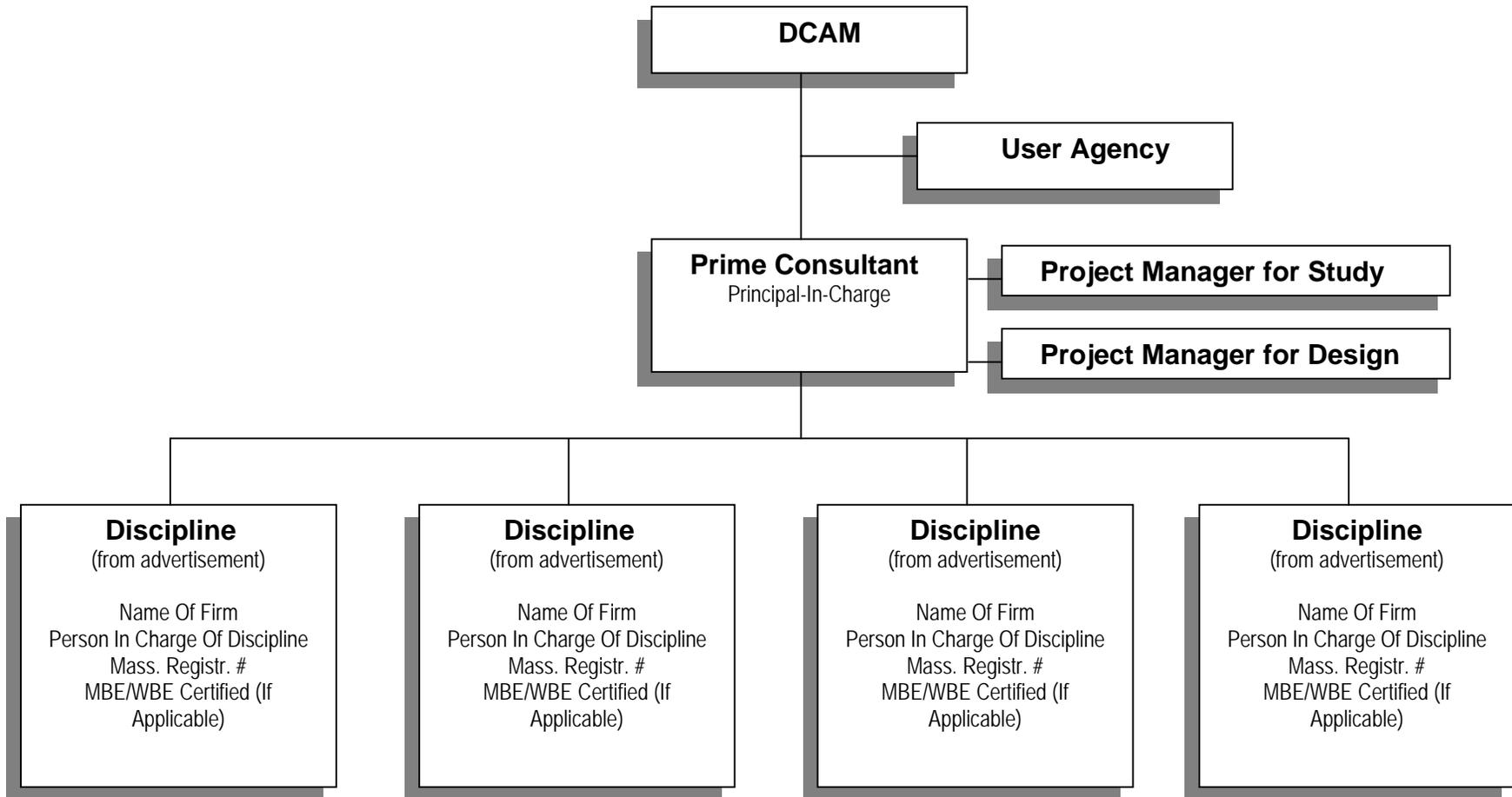
15. I certify that all information is submitted under the penalties of perjury and that I am familiar with the Mass. State Building Code and also Mass. General Laws, Chapter 149, Section 44A-44H, Section 44M, and Chapter 30, Section 39M. I also certify that the undersigned is an Authorized Signatory of the Firm and is a Principal or Officer of the Firm.

Submitted by (Signature) \_\_\_\_\_ Printed Name and Title \_\_\_\_\_ Date \_\_\_\_\_

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract



6. List **ONLY** Those Prime And Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm And Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:



7. Brief Resume Of **ONLY** Those Prime Applicant And Sub-Consultant Personnel Requested In The Advertisement. Confine Responses To The Space Provided On The Form And Limit Resumes To **ONE** Person Per Discipline Requested In The Advertisement. Resumes Should Be Consistent With The Persons Listed On The Organizational Chart In Question # 6. Additional Sheets Should Be Provided Only As Required For The Number Of Key Personnel Requested In The Advertisement And They Must Be In The Format Provided. By Including A Firm As A Sub-Consultant, The Prime Applicant Certifies That The Listed Firm Has Agreed To Work On This Project, Should The Team Be Selected.

a. Name And Title Within Firm:	a. Name And Title Within Firm:
b. Project Assignment:	b. Project Assignment:
c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">           MBE <input type="checkbox"/>            WBE <input type="checkbox"/> </div>	c. Name And Address Of Office In Which Individual Identified In 7a Resides: <div style="text-align: right;">           MBE <input type="checkbox"/>            WBE <input type="checkbox"/> </div>
d. Years Experience: With This Firm: _____ With Other Firms: _____	d. Years Experience: With This Firm: _____ With Other Firms: _____
e. Education: Degree(s) /Year/Specialization	e. Education: Degree(s) /Year/Specialization
f. Active Registration: Year First Registered/Discipline/Mass Registration Number	f. Active Registration: Year First Registered/Discipline/Mass Registration Number:
g. Current Work Assignments And Availability For This Project:	g. Current Work Assignments And Availability For This Project
h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):	h. Other Experience And Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm):

8a. Current And Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current And Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement And They Must Be In The Format Provided.

Sub-Consultant Name:

a. Project Name And Location Principal-In-Charge	b. Brief Description Of Project And Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address And Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	E. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

Role P, C, JV *	Phases St, Sch., D.D., C.D.,A.C. *	Project Name, Location And Principal-In-Charge:	Awarding Authority (Include Contact Name And Phone Number)	Project Cost (In Thousands)	Completion Date (Actual or Estimated) (R)Renovation or (N)New
		1.			
		2.			
		3.			
		4.			
		5.			
		6.			
		7.			
		8.			
		9.			
		10.			
		11.			
		12.			

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; C.A. = Construction Administration

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE REQUIRED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREAS OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

11. Professional Liability Insurance: **(Please note insurance per advertisement: "Conditions for Application")**

Name of Company	Aggregate Amount	Policy Number	Expiration Date
-----------------	------------------	---------------	-----------------

12. Provide A List Of All Projects On Which Monies Were Paid By You, Or On Your Behalf, As A Result Of Professional Liability Claims Occurring Within The Last 7 Years And In Excess Of \$50,000 Per Incident. Please Include Project, Client Names And Explanation. (Attach Separate Sheet If Necessary):

13. Name Of Sole Proprietor Or Names Of All Firm Partners And Officers:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

14. If Corporation, Provide Names Of All Members Of The Board Of Directors:

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

15. Names Of All Owners (Stocks Or Other Ownership):

Name And Title	% Ownership	MA Reg.#	Status/Discipline	Name And Title	% Ownership	MA Reg.#	Status/Discipline
a.				d.			
b.				e.			
c.				f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By \_\_\_\_\_ Printed Name And Title \_\_\_\_\_ Date \_\_\_\_\_  
 (Signature)

**The following forms MUST be attached to the application: 1. SOMWBA Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

DSB 2005 S-CA	Commonwealth of Massachusetts Designer Selection Board 2005 SUB-CONSULTANT ACKNOWLEDGMENT
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**Project:** \_\_\_\_\_

**Applicant Designer:** \_\_\_\_\_

**Sub-consultant:** \_\_\_\_\_

**SUB-CONSULTANT ACKNOWLEDGMENT**

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
**Signature of Sub-Consultant Duly Authorized Representative**

\_\_\_\_\_  
**Print Name and Title**

Date \_\_\_\_\_

**It is a requirement that all applicants supply this document signed, attached to the application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. One copy must have an original signature.**

**COMMONWEALTH OF MASSACHUSETTS  
DESIGNER SELECTION BOARD PROJECT CRITERIA**

**DSB LIST #** 06-16 **ITEM #** 1 **DSB PUBLIC NOTICE DATE** 20 December 2006

**LAST DATE FOR FILING APPLICATION IS:** 10 January 2006 at 2:00 PM

**The Board recommends applications to be submitted by any of the following firms:**

<input checked="" type="checkbox"/>	Architect	<input type="checkbox"/>	Engineer
<input type="checkbox"/>	Architect/Engineer (A/E)	<input type="checkbox"/>	Other:

**PROJECT NUMBER:** **DYS0701 ST1**

**PROJECT TITLE:** **New DYS Northeast Regional Center**

**PROJECT LOCATION:** **Middleton**

**AWARDING AGENCY:** **DCAM**

**APPROPRIATION SOURCE:** **4000-2011, Ch. 245 of 2002**

**AVAILABLE AMOUNT:** **\$100,000**

**ESTIMATED CONSTRUCTION COST:** **\$22,000,000**

**TOTAL FEE**, excluding reimbursables or any authorized per diem payments, based on scope of work and services authorized if project is completed.

<input checked="" type="checkbox"/>	Lump Sum Established Set Fee for Study Phase Per M.G.L. C.7, §38G(a)	<u>200,000</u>	dollars
<input checked="" type="checkbox"/>	Lump Sum Established Set Fee for Final Design Phase Per M.G.L. C.7, §38G(a), based on the approved estimated construction cost in the certified study.	<u>8</u>	per cent

**IMMEDIATE SERVICES AUTHORIZED:**  
 CERTIFIABLE BUILDING STUDY  
 OTHER:

As per M.G.L. C.7, §38I, the selected designer may be appointed by the DCAM Commissioner for continued services as noted below subject to approval by the Designer Selection Board:

SCHEMATIC PLANS AND OUTLINE SPECIFICATIONS  
 DESIGN DEVELOPMENT PLANS AND SPECIFICATIONS  
 CONSTRUCTION PLANS AND SPECIFICATIONS  
 ADMINISTRATION OF CONSTRUCTION CONTRACT  
 OTHER:

**MBE/WBE PARTICIPATION:**

In accordance with Executive Order #390, DCAM has established minimum goals of 8% MBE participation and 4% WBE participation for the combined value of the study and final design contracts for this project. MBE/WBE goal **must** be met within the list of requested prime and sub-consultants. All applicants must indicate how they intend to meet these goals and will be evaluated on that basis. Further information about the program appears on pages 6-10. Applications from MBE and WBE firms as prime consultant are encouraged.

**APPROPRIATION LANGUAGE:**

Chapter 245 of 2002: For planning and studies, the preparation of plans and specifications, construction, renovation, reconstruction, improvement, demolition, expansion, repair, including furnishings and equipment, and related administrative expenses at executive office of health and human services agencies . . .

**GENERAL SCOPE OF WORK**



*Middleton Colony*

Existing Facility

New Regional Center will be located at the site of DYS's NFI Shelter Care program at the Middleton Colony. The 40-acre facility was originally a nine-building farm colony for Danvers State Hospital. Two of the buildings, which are as much as 110 years old, have been demolished, and six others, including the power plant, are vacant and will be removed by the spring of 2007.

The DYS will continue to operate staff offices and programs in the remaining building, but the children currently living in Shelter Care there will be relocated to temporary modular units nearby until a new facility is ready.

Utilities to the remaining building will be maintained; abandoned utility lines, slabs, and foundations below a depth of 3' will left in place, and their locations will be documented by the contractor.

Proposed Regional Center

The new Regional Center will house the offices of the newly formed DYS Northeast Region and two secure units, one for revocation and one for pre-trial detention. The *Regional Office* is anticipated to include office and support space for the Director and a staff of 17-21, conference space, training space, and a computer lab. The *Pre-trial/Revocation Program* will include sixteen pre-trial and sixteen revocation beds; interview, property, search, clothing issue, and laundry rooms and clinical space; and transport and holding areas.

Design Goals

The design of DYS Youth Services Centers must create successful treatment environments for young people that are durable, low maintenance, and hardware-secure. The design of the new facility must reach these goals in the layout and design of spaces, management and movement of service groups, and selection and specification of materials, finishes, and

hardware.

Building Information Modeling

DCAM encourages use of Building Information Modeling (BIM) in the study, design, and construction phases of its projects, and will authorize development of a building information model as an extra service if the selected Designer has that capability.

Study Tasks and Products

As determined by the Work Plan, which must be completed and approved by DCAM before any other tasks are undertaken. They are anticipated to include:

▪ Work Plan Development, Approval, and Notification to Proceed:

- Administrative Conference
- Scoping Workshop with DCAM and DYS
- Draft Work Plan with tasks, products, delivery and lump sum schedule of payment
- Final Work Plan DCAM approval and Notification to Proceed

Products: Administrative Conference meeting memo and revisions, draft and final Work Plans

▪ Data Gathering: Document existing conditions as required by the project and including but not limited to

- Political/jurisdictional boundaries, ownership, leases, easements, & rights of way
- Relevant context, including existing and proposed jurisdictions, parcels, projects and adjacent uses
- Soils, topography, and geotechnical conditions
- Location and capacity of existing utility systems, supplies and suppliers, including any water supply issues
- Buried tunnels, foundations, and active and abandoned utility lines
- Vegetation and farmland
- Rare and endangered species
- Hazardous materials
- Environmental review status and scope for proposed project

Products: Existing Conditions Technical Memorandum including a summary narrative and drawing and detailed narratives, photographs and drawings as required to describe and illustrate each condition, with technical appendices

*Note: The Memorandum will be based as far as possible on the Design team's visual inspection of the site and on information, drawings, and data from DCAM and other available sources, and is included in the lump sum fee. Reimbursement for any additional services or products required to complete the memorandum will be as specified in the Designer's contract and must be requested from and authorized by DCAM in advance.*

▪ Program Development:

- Review and summarize all applicable codes and permits relevant to the project
- Document and summarize design standards and regulations applicable to proposed uses
- Perform programming workshops and interviews attended by DYS and DCAM staff
- Develop draft building program table and site narrative scope
- Develop preliminary cost model for proposed program
- Assist DCAM and DYS to evaluate cost alternatives and establish project scope and budget
- Document preferred program

Products: Codes and Standards Memorandum, Cost Model, Preferred Program Table and Narrative

▪ Concept Development:

- Develop preliminary site and building floor plans and sketch alternatives satisfying the preferred program and meeting project budget for DCAM review
- Present conceptual drawings and plans of preferred options to, and evaluate and their costs and benefits for DYS and DCAM

Products: Conceptual sketches, drawings, and evaluation narrative, including

▪ Preferred Option

- Develop pre-schematic building space plans and site plans for the preferred concept
- Develop narratives describing all architectural and MEP systems and site and civil work
- Complete draft final Cost Estimate
- Present preferred option at Global Workshop

- Complete draft Room Data Sheets for all programmed spaces for review by DYS and DCAM
- Complete draft Implementation Plan and project schedule for review by DYS and DCAM

Products: Pre-schematic plans, systems narratives, Global Workshop presentation and record, draft Room Data Sheets, draft Implementation Plan and Schedule

- Study Report
  - Complete final Cost Estimate
  - Submit draft Study Report documenting study process and conclusions and incorporating any comments received on previous products
  - Submit final Study Report incorporating final DCAM and DYS comments

Products: Draft and Final Study Report

#### **GENERAL CONDITIONS OF THIS CONTRACT:**

##### *Study Contract*

If selected for study services, the applicant agrees to execute DCAM Form C-3 Contract for Designer's Services–Study, or its successor, without revisions or modifications. DCAM customarily compensates the designer during the Study Phase on a percentage basis in accordance with the approved workplan.

##### *Design Contract*

At the conclusion of the study, if approved by the DSB to perform final design services, the applicant agrees to execute DCAM Form C-2 Contract for Designer's Services, or its successor, without revisions or modifications.

##### *DCAM Procedures*

The designer will follow the procedures established in DCAM's Designer Procedures Manual dated June 2005 ([http://www.mass.gov/cam/dlforms/DPMD\\_2005\\_06.doc](http://www.mass.gov/cam/dlforms/DPMD_2005_06.doc)). Applicants are urged to review and become familiar with the following supplemental material, which is available on the web at: <http://www.mass.gov/cam/DSB/index.html>.

##### *Construction Specifications*

The designer shall utilize the new DCAM Standard Specification provided at the contract signing.

##### *PMAS*

Consultants will be required to use DCAM's electronic web-based Project Management and Accounting System (PMAS) as a repository for all project correspondence, documentation, and project budgeting, and scheduling. No special software is required.

##### *Workshops*

DCAM and the Designer will hold periodic workshops to ensure that critical issues are not overlooked and that all team members have an opportunity to contribute their expertise, to anticipate potential obstacles, to identify potential solutions, and to expedite the decision-making process. Attendance by key design team members will be required at all workshops.

##### *Sustainable Design*

This project must meet the minimum standards for sustainable design established by A&F Bulletin 12 ([http://www.mass.gov/envir/Sustainable/pdf/anf\\_administrativebulletin12.pdf](http://www.mass.gov/envir/Sustainable/pdf/anf_administrativebulletin12.pdf)). DCAM has also set a goal of LEED Silver (<http://www.usgbc.org/>) for this project, and the final study must include an analysis of the potential LEED Silver Certification per C. 164 §331 of the Act of 1997 and DCAM's "Sustainable Design Building Guide." This analysis, including detailed cost estimates, will identify and recommend energy efficient alternatives and the use of resources efficient materials for consideration as part of the final design. Any and all of these alternatives may be incorporated as part of the final design and will be considered as part of the base fee. However, if DCAM determines that LEED certification will be pursued, the certification process will be considered an extra service in the design and construction phase of the project.

##### *Universal Design*

In addition to complying 521 CMR, The Rules and Regulations of the Architectural Access Board ([http://www.mass.gov/aab/aab\\_regs.htm](http://www.mass.gov/aab/aab_regs.htm)), the consultant will review ADA Title II (<http://www.usdoj.gov/crt/ada/reg2.html>), and the ADA Accessibility Guidelines (<http://www.access-board.gov/adaag/html/adaag.htm>), to ensure that the proposed design meets the civil right intent of this act. The requirements of these two laws may differ and the consultant must comply with the more stringent. Design solutions will meet the diverse and changing needs of users across age, ability, language, ethnicity and economic

circumstance. DCAM welcomes innovative design strategies that are simultaneously equitable, flexible and legible for all and extend beyond minimal compliance with accessibility regulations.

*Environmental and other supplemental services*

DCAM reserves the right to obtain supplemental services through independent consultants who will collaborate with the prime and the project team.

*Cost Estimating*

Cost estimates, cost models, and estimator participation in both the study and the design phases will meet the requirements of the current DCAM *Cost Estimating Manual* and will be submitted in Uniformat II in the study phase and in both Uniformat II to Level 3 and CSI Masterformat in the design phase. The *Cost Estimating Manual* can be found at [http://www.mass.gov/cam/dlforms/CEM\\_Feb06.pdf](http://www.mass.gov/cam/dlforms/CEM_Feb06.pdf), and Uniformat II can be found at <http://www.bfrl.nist.gov/oe/publications/nistirs/6389.pdf>.

*Building Commissioning*

DCAM may include building commissioning as part of this project. An operations and maintenance plan will be produced as a reimbursable expense during the building commissioning phase. The Designer will meet with DCAM's building commissioning agent during design and construction to evaluate design proposals for mechanical systems to ensure maintainability and operational efficiency.

*CM at Risk*

The construction of this project may be performed utilizing a construction management at-risk (CMAR, sometimes referred to as CM/GC) contract in accordance with MGL Chapter 149A.

**CONDITIONS FOR APPLICATION:**

Current or updated Master File Brochures must be on file with the Board. As a condition of application, each applicant, if selected for the new project, agrees to carry professional liability insurance in an amount equal to 10% of the estimated construction cost of this project in accordance the standard designer's contract, i.e., minimum coverage of \$250,000 up to \$1,000,000 depending on the construction cost. DCAM may seek additional coverage for the selected designer, and if so will bear the cost of the additional coverage.

**APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING PRIME AND SUB CONSULTANT PERSONNEL AND EXTENT OF COMPLIANCE WITH MBE/WBE PARTICIPATION GOALS. PLEASE ALSO SEE QUESTION #6 ON DSB APPLICATION 2005.**

- |  |   |
|--|---|
| 1. Architect (as prime)                                  | 5. Electrical Engineer                              |
| 2. Programmer (youth detention)                          | 6. Structural Engineer                              |
| 3. Site Planner  | 7. Civil Engineer                                   |
| 4. Mechanical Engineer (HVAC, plumbing, fire protection) | 8. Cost Estimator (independent consultant required) |

Where an "independent consultant" is required the Applicant may not provide the services "in house." If the Applicant plans to fulfill any of the other sub-consultant roles, so indicate on the organizational chart. Project Managers for Study and Final Design should be listed separately.

**APPLICATIONS WILL BE EVALUATED BASED UPON THE REQUIREMENTS OF M.G.L. Ch. 7 §38F AND WORK LISTED ON DSB APPLICATION 2005 SECTIONS 8, 9 AND 10 WHICH ILLUSTRATES CURRENT QUALIFICATIONS IN THE FOLLOWING AREAS:**

- |  |   |
|--|---|
| 1. Planning and design of secure detention facilities of comparable size         | 3. Desirable: ability to use BIM tools during the study, design and construction phases of the project. |
| 2. Master planning, site selection and design in environmentally sensitive areas |   |

**APPLICANTS PLEASE NOTE**

A copy of the most current Application Form and Instructions - **DSB 2005 Application Form** is included with this Notice, and is available for download at [http://www.mass.gov/cam/forms/fi\\_dselectboard.html](http://www.mass.gov/cam/forms/fi_dselectboard.html).

Only complete applications submitted on the **DSB2005 Application Form** will be considered by the Designer Selection Board. Applications that are incomplete or submitted on a form other than **DSB2005**, may be rejected as non-compliant and not be considered by the Board.

Applications received at the DSB Office after the advertised deadline will not be considered.